

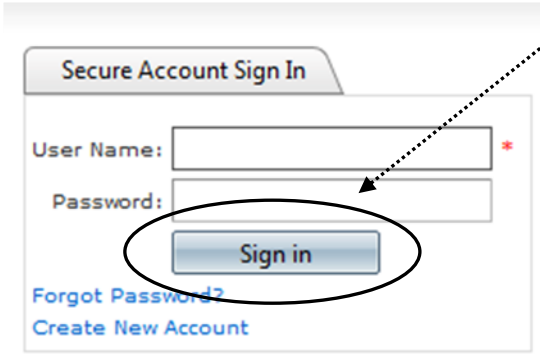

***Indiana State
Department of Health
Volunteer
Registration***

Volunteer User Guide



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<div data-bbox="287 226 716 321">ISDH Volunteer Application</div>	<div data-bbox="1027 189 1432 285">Application Launched Application User Documentation</div>
<div data-bbox="287 394 466 432">User Login</div> <div data-bbox="245 594 503 772"><i>User must be added to the Gateway and assigned a Login by the IT Development team</i></div>	<div data-bbox="518 401 1403 470">To begin using the ISDH Volunteer Application, log into the application at ISDH State Health Gateway at:</div> <div data-bbox="524 510 1138 543">https://gateway.isdh.in.gov/gateway/signin.aspx</div> <div data-bbox="518 583 1403 657">Enter your username and Gateway password, click the “Sign in” button.</div> <div data-bbox="558 743 1094 1094"></div>
<div data-bbox="313 1169 446 1207">Gateway</div>	<div data-bbox="570 1144 1248 1178">Select Volunteer button at top left of Gateway screen</div> <div data-bbox="545 1215 1302 1587"></div> <div data-bbox="612 1606 940 1667">ISDH Gateway Messages *No new messages.</div>
<div data-bbox="240 1770 521 1839">Indiana State Department of Health</div>	

ISDH
Volunteer Application

Application Launched
Application User
Documentation

*User Selects
Event*

When signing on to the application, the user will be directed to the “**Please Select an Event**” page. User must select the Event they are registering for from the dropdown list and click the “**Next**” button.

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INDIANA STATE DEPARTMENT OF
HEALTH

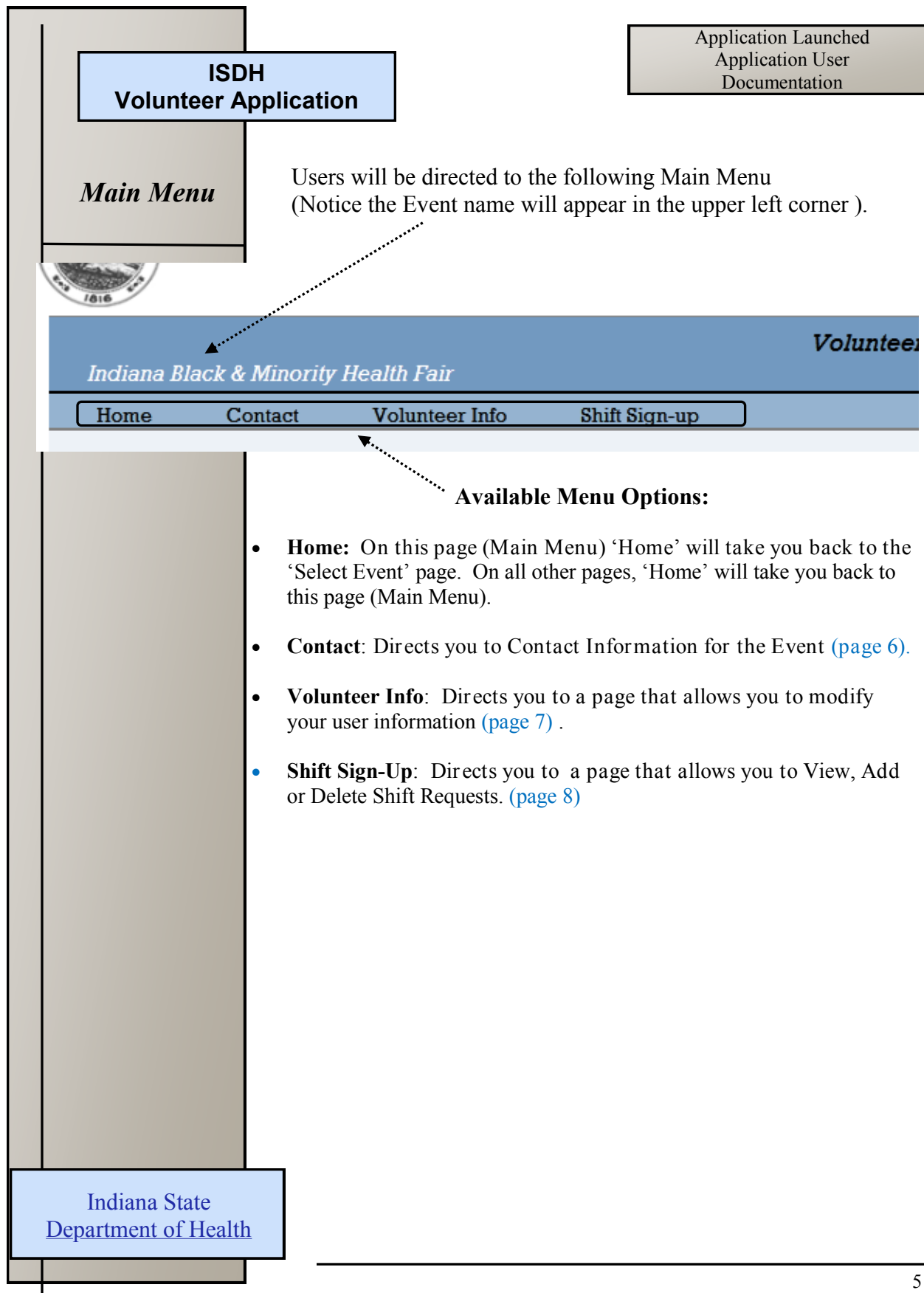
Logged in:

Welcome to the Volunteer Application

Please Select an Event: Indiana Black & Minority Health Fair

Next

Indiana State
Department of Health



**ISDH
Volunteer Application**

Application Launched
Application User
Documentation

Contact

The Contact Page displays the Contact information for the Selected Event.



Indiana Black & Minority Health Fair

Home

Phone:

Main: 317-233-7685

Email:

Support: kfanning@isdh.in.gov

General: inomh@isdh.in.gov

Location:

2 N. Meridian St.
Indianapolis, IN 46204

Indiana State
[Department of Health](#)

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Application Launched
Application User
Documentation

Volunteer Info

Selecting **Volunteer Info** from the Main Menu page will allow the user to update their profile.



INDIANA STATE DEPARTMENT OF HEALTH

Logged in:

Volunteer Application: Edit Volunteer

Indiana Black & Minority Health Fair

[Home](#) [Contact](#)

Kathy Fanning

Sal:	Ms.	Last Name:	Fanning	Suffix:	
First Name:	Kathy	ISDH Employee?	Yes	Phlebotomist?	No
Title:		Commission:	Health and Human Services		
Organization:	Address 1:		Address 2:		
Address 1:	2 N. Meridian St., 3E				
City:	Indianapolis	State:	IN	Zip Code:	46204
Phone:	(317) 233-7294	Email Address:	kfanning@isdh.in.gov		
No Mail Out:	Select One	Year Worked:		Date:	05/30/2013
Comments:	2013/				
Picture:					
Active:	True				

[Save](#)

[Back to List](#)

1) Enter changes

2) Click the “**Save**” button to save your changes

Click “**Back to List**” to return to Volunteer Info Main page

** On a successful **Save** — message will display:

Indiana State
Department of Health

Barb Gustin's profile has been Updated

ISDH Volunteer Application

Shift Sign-Up

Application Launched
Application User
Documentation

Selecting **Shift Sign-up** will allow the user to view, add and delete Volunteer Shift Requests

INDIANA STATE DEPARTMENT OF HEALTH

Logged in: Barbara Gustin / Role: Volunteer

Logout

Volunteer Application: Volunteer Sign Up

Indiana Black & Minority Health Fair

Home Contact

Barb Gustin

Thank you for your interest in volunteering for our event!

Request a Shift:

Please select the desired Area(s) and Shift(s) you wish to work. Your request will be reviewed for Approval. Once approved, you will receive an email notification of your scheduled Area(s) and Shift(s).

Select Area:

Select Shift:

Your Current Requests:

Area	Shift	Status	
Stage	Sunday, July 15, 2018: 9:00 AM To 1:00 PM	Approved	Delete
Crowd Motivator	Saturday, July 14, 2018: 12:00 PM To 3:00 PM	Pending	Delete

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The right side of the page displays all of the user's **Current Shift Requests** and their Status and allows the user to delete a Volunteer Shift Request:

Click the “**Delete**” button beside the Shift Request you wish to delete

The left side of the page is used to **Request a Shift** :

- 1) **Select Area:** Select an Area from the dropdown list
- 2) **Select Shift:** Select a Shift from the dropdown list
- 3) Click “**Submit**” to submit the Volunteer Shift Request

** On a successful **Submit** — message will display:

Request has been Submitted

** On a successful **Delete**— this message will display:

Shift Request has been Deleted

Indiana State
Department of Health